



State of Hawai'i Career Opportunity

AUDITOR II (SR-18) - OAHU
State of Hawaii Executive Branch
Salary: \$3,497.00 Monthly

An Equal Opportunity Employer

Opening Date: 08/15/15

Closing Date: Continuous

RECRUITMENT INFORMATION

Recruitment Number 215325 - Downtown, Island of Oahu Employment Only

Note: The starting monthly salary is at the minimum rate of pay advertised above.

A continuous recruitment may be closed at any time. The notice of the last day to file applications will be posted on the [Civil Service Hawaii State Government Jobs](#) page of our website.

DUTIES SUMMARY

As an advanced trainee, performs a variety of assignments ranging from the simple to moderately difficult which do not require the services of a fully trained auditor; and performs other related duties as assigned.

MINIMUM QUALIFICATION REQUIREMENTS

To qualify, you must meet all of the following requirements:

Basic Education: A bachelor's degree from an accredited four-year college or university with at least 12 semester credit hours in accounting and/or auditing subjects.

Specialized Experience: One year of progressively responsible professional auditing experience requiring the knowledge and application of generally accepted professional accounting and auditing principles, standards, theory and practices for the purpose of analyzing and interpreting accounting books, records, or systems.

Substitutions Allowed: Relevant substitutions as described in the Minimum Qualification Requirements may apply.

License: A valid driver's license is required for some positions. For those positions requiring a driver's license, you must possess a valid driver's license at the time of appointment.

The information provided above represents a *summary* of the complete Minimum Qualification Requirements (MQRs). To view the MQRs in their *entirety*, please [CLICK HERE](#).

OTHER INFORMATION

ELECTRONIC NOTIFICATION TO APPLICANTS

The Department of Human Resources Development will use electronic mail (email) to notify applicants of important information relating to the status and processing of their applications as part of our ongoing efforts to increase operational efficiency, promote the conservation of green resources, and minimize delays and costs.

Please ensure that the email address and contact information you provide are current, secure, and readily accessible to you. We will not be responsible in any way if you do not receive our emails or fail to check your email-box in a timely manner.

TESTING INFORMATION

The examination for this recruitment will be conducted on an unassembled basis where the examination score is based on an evaluation and rating of your education and experience. It is therefore important that your employment application provide a clear and detailed description of the duties and responsibilities of each position you held.

In-person interviews and/or further testing in Hawaii may be required at the discretion of the hiring agency. If in-person interviews and/or further testing is a requirement, applicants who meet the minimum qualification requirements and are referred to the vacancy must be available to participate in person and at their own expense in this required phase of the selection process.

Applicants are encouraged to submit their applications as soon as possible. In addition to employment availability and score, the referral of qualified applicants may be based upon other factors including date of receipt of the application.

[CLICK HERE](#) for further information about Equal Employment Opportunity, the Merit Civil Service System, Citizenship and other requirements, Reasonable Accommodation, Veterans Preference, Examination Requirements, and the State Recruiting Office's Levels of Review.

APPLICATIONS MAY BE FILED ONLINE AT:

<http://dhrd.hawaii.gov/job-seekers>

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